SECTION 2

APPLICATION SUBMISSION

This section will walk you through our formatting guidelines. There is also a checklist that will ensure all application materials have been included before you submit it.

> **2-A   Application Submission Guidelines**
> **2-B   Application Checklist**

SECTION 2-A. APPLICATION SUBMISSION GUIDELINES

When is my application due?

Applications must be hand-delivered by 5:00 p.m. or postmarked on or before **November 16, 2006**.
It must be mailed by first class rate or higher. **Applications postmarked or hand-delivered to CTED after these deadlines will not be eligible.**

FAXED applications will not be accepted.

When submitting, please:

- Complete the application according to instructions in this handbook.

- Submit **ONE** application with original signatures, and **FOUR** copies to the following address:

      CDBG Program
      Department of Community, Trade and Economic Development
      906 Columbia Street SW
      Post Office Box 42525
      Olympia, Washington 98504-2525

What are the format guidelines?

General Application Information

- Print Size - No smaller than 10 characters per inch (12 point font).

- Spacing - Double space.

- Page Numbering - Is recommended.

- Total number of narrative pages, not including the work plan or budgets, should not exceed 25.

- Attachments – It is recommended to tab each attachment to assist the CDBG Rating and Selection Team in locating the reference material.

- Source Documentation - Provide all source documents as attachments. If the documents exceed two pages, excerpt or summarize them and note the source.

- Letters of Support - Letters documenting participation or support by sectors of the community, or letters verifying contribution of resources are appropriate. These letters should be submitted as attachments to the application.

What order should application parts be assembled?

Threshold Documentation (See pages 37-61)
- Project Summary Form
- Resolution with Certifications of Compliance
- Community Data Summary Form
- Citizen Participation Documentation
- HUD Disclosure Report
- Income Survey Worksheet (if applicable)
- Low- and Moderate-Income (LMI) Benefit Table (page 69)
- Narrative Explanation of how information was derived
     -see row I & J of the LMI Benefit Table

Need Statement (page 77)
- Your narrative response to the application questions and rating criteria.

Capacity Statement (page 78)
- Your narrative response to the application questions and rating criteria.

Readiness Statement (page 79)
- Your narrative response to the application questions and rating criteria.
- Work Plan Form (page 93)
- Budget Instructions and Assumptions (page 83)
- CDBG Budget Forms (page 85)
- Contact List (page 95)

Results Statement (page 81)
- Your narrative response to the application questions and rating criteria.

Attachments
- Documentation for Narrative Statements
- Maps (Jurisdiction <u>and</u> Service Area if different than the jurisdiction)
- Proof of Flood Insurance (if applicable)
- Pictures
- Architect/Engineer cost estimates, etc.

What application requirements are most often overlooked by jurisdictions?

The checklist on the next page can be used as a quick reference for the most frequently omitted CDBG application requirements.

SECTION 2-B. APPLICATION CHECKLIST (For Applicant Use Only)

1. Will the application **(one original and four copies)** be received by 5 p.m., **November 16, 2006**, or postmarked first class by **November 16, 2006**?   ☐ YES   ☐ NO

2. Is the Project Summary Form complete and signed by the authorized Chief Administrative Official? **(An original signature must be submitted.)**   ☐ YES   ☐ NO

3. Is the lead applicant listed as an eligible jurisdiction?   ☐ YES   ☐ NO

4. Does the application contain a copy of the signed resolution, with Certifications of Compliance adopted through formal action by the governing body (i.e., City Council, County Board of Commissioners), which certifies compliance with state and federal laws and requirements?   ☐ YES   ☐ NO

5. Has the lead applicant submitted only one General Purpose Grant application for 2007?   ☐ YES   ☐ NO

6. Does the application contain only eligible activities and costs as per CDBG guidelines?   ☐ YES   ☐ NO

7. Is the request within the $1,000,000 limit?   ☐ YES   ☐ NO

8. Does the average CDBG investment per household meet the following limits?   ☐ YES   ☐ NO

Project Category	Maximum Average CDBG Investment Per Household
Community Facilities	$10,000
Public Facilities	$10,000
Economic Development	$10,000/job
Housing	$25,000*
Comprehensive	Above amounts applied as applicable

*Up to $35,000 per unit for projects that include lead-based paint mitigation activities.

9. Has proof of enrollment in the National Flood Plain Insurance Program been provided?   ☐ YES   ☐ NO

10. Has the HUD Disclosure Report been completed and included in application?   ☐ YES   ☐ NO

11. Has the Community Data Summary Form been completed and included in the application?   ☐ YES   ☐ NO

12. Has an Outreach and Accommodation for Non-English Speaking Residents form been completed and submitted?   ☐ YES   ☐ NO

13. Are the appropriate parts and forms complete and assembled in the appropriate order as listed in Section 2-A?   ☐ YES   ☐ NO

14. Does the project principally benefit LMI persons?   ☐ YES   ☐ NO

15. Does each listed activity benefit at least 51% LMI persons or households?   ☐ YES   ☐ NO

16. If an income survey is used, are the results documented and valid according to method and sample size?   ☐ YES   ☐ NO
See chart below for appropriate sample size.

Required Sample Group Sizes For Universes
of Various Sizes

Column A	Column B
Number of Households in the Universe	**Sample Group Size Needed to Complete Responses Required**
1-49	1-49 (100%)
50-55	50
56-63	55
64-70	60
71-77	65
78-87	70
88-99	80
100-115	90
116-133	100
134-153	110
154-180	125
181-238	150
239-308	175
309-398	200
399-650	250
651-1,200	300
1,201-2,700	350
2,701 or more	400

17. When census data, rather than a survey, is used to determine LMI percentage and the community is not listed in Appendix A, is a map of official census tracts, correlating to service area included?   ☐ YES   ☐ NO

18. Is a clear, readable map of the jurisdiction and the service area included in the application?   ☐ YES   ☐ NO